

Federal Employer ID Number:

TO:

INTRODUCTION TO NEW HIRE REPORTING

Federal law requires employers to report information on all newly hired or rehired employees to the Division of Child Support (DCS) within 20 days of hiring. Page 2 is a summary of Washington State's new hire law. We also enclosed instructions for reporting new or rehired employees and a pamphlet about electronic funds transfer procedures. If you need more information about New Hire Reporting, contact DCS by e-mail at dcshire@dshs.wa.gov or call call (800) 562-0479 (select Option #2).

You may select one of the following methods to report new or rehired employees:

- Internet Web: www.dshs.wa.gov/newhire/
- Telephone: (800) 562-0479 (select Option #3)
- Fax: (800) 782-0624
- Magnetic Media: Instructions attached to this form
- Mail: NEW HIRE REPORTING
PO BOX 9023
OLYMPIA WA 98507-9023

Your reports must include:

- Employee Name
- Employee Address
- Employee Social Security Number
- Employee Date of Birth
- Company Name
- Company Address
- Federal Employer Identification Number

The New Hire Reporting program has three goals: (1) Collect child support efficiently, (2) Reduce dependence on public assistance programs, and (3) Detect Unemployment Insurance and Labor and Industries claims fraud.

As an employer, you play a key role in this national New Hire Reporting program. We thank you for the enormous contribution you make for the children affected by the child support enforcement program.

Date

GEORGIANN DEKAY, DIRECTOR
DIVISION OF CHILD SUPPORT

RCW 26.23.040 Employment reporting requirements--Exceptions--Penalties--Retention of records

- (1) All employers doing business in the state of Washington shall report to the Washington state support registry.
- (a) The hiring of any person who resides or works in this state to whom the employer anticipates paying earnings; and
 - (b) The rehiring or return to work of any employee who was laid off, furloughed, separated, granted a leave without pay, or terminated from employment.
- The secretary of the department of social and health services may adopt rules to establish additional exemptions if needed to reduce unnecessary or burdensome reporting.
- (2) Employers may report by mailing the employee's copy of the W-4 form, or other means authorized by the registry which will result in timely reporting.
- (3) Employers shall submit reports within twenty days of the hiring, rehiring, or return to work of the employee, except as provided in subsection (4) of this section. The report shall contain:
- (a) The employee's name, address, social security number, and date of birth; and
 - (b) The employer's name, address, and identifying number assigned under section 6109 of the internal revenue code of 1986.
- (4) In the case of an employer transmitting reports magnetically or electronically, the employer shall report newly hired employees by two monthly transmissions, if necessary, not less than twelve days nor more than sixteen days apart.
- (5) An employer who fails to report as required under this section shall be subject to a civil penalty of:
- (a) Twenty-five dollars per month per employee; or
 - (b) Five hundred dollars, if the failure to report is a result of a conspiracy between the employer and the employee not to supply the required report, or to supply a false report. All violations within a single month shall be considered a single violation for the purposes of assessing a penalty. The penalty may be imposed and collected by the division of child support under RCW 74.20A.350.
- (6) The registry shall retain the information for a particular employee only if the registry is responsible for establishing, enforcing, or collecting a support debt of the employee. The registry may, however, retain information for a particular employee for as long as necessary to:
- (a) Transmit the information to the national directory of new hires as required under federal law; or
 - (b) Provide the information to other state agencies for comparison with records or information possessed by those agencies as required by law.

Information that is not permitted to be retained shall be promptly destroyed. Agencies that obtain information from the department of social and health services under this section shall maintain the confidentiality of the information received, except as necessary to implement the agencies' responsibilities.

We recognize Indian tribal sovereignty. Indian tribes, tribally owned businesses, and Indian owned businesses located on reservations are exempt from new hire reporting requirements. If you voluntarily choose to report new or rehired employees, we appreciate your voluntary report.